



**LEWIS COUNTY HOSPITAL DISTRICT NO. 1  
REGULAR BOARD OF COMMISSIONERS' MEETING  
July 26, 2017 at 3 p.m.  
Conference Room 1 & 2**

**Mission Statement**

**The mission of Lewis County Hospital District No. 1, steward of public funds and trust, is to provide our highest level of compassionate, diligent and professional medical care.**

**Vision Statement**

**A caring team of people working together to lead our community toward better health.**

AGENDA	DISCUSSION/CONCLUSION	RECOMMENDATIONS/ ACTION/FOLLOW-UP
Call to Order	<p>Board Chair Ramsey called the meeting to order at 3:00 p.m.</p> <p><b>Commissioners present:</b> Judy Ramsey, Board Chair Kenton Smith, Secretary Marc Fisher Trish Frady</p> <p><b>Commissioners present via Skype:</b> Shelly Fritz</p> <p><b>Others present:</b> Leianne Everett, Superintendent Shana Garcia, Executive Assistant Roy Anderson, Compliance Officer Richard Boggess, CFO Jeri Anderson, Director of Quality Shannon Kelly, Director of HR Heidi Anderson, CNO Kevin McCurry, CMO Diane Markham, Marketing Director Mike Brunett, District Attorney Katelin Forrest, HR/Medical Staff Coordinator Danny Sides, RN Teresa Moore, RN Ashley Hancock, RN Kathy Blake, RN Jincy Small, RN Belva Fisher, RN Kristine Wirta, RN Colleen Littlejohn, RN</p>	



	Wes McMahan, RN Buddy Rose, The East County Journal	
Approval or Amendment of Agenda	Superintendent Everett requested to add Resolution 17-28 to the Consent Agenda and to add Resolution 17-27 to the Finance Committee Report. Board Chair Ramsey requested to add Chiropractic Discussion to Old Business.	Commissioner Frady made a motion to approve the amended agenda and Commissioner Fisher seconded. The motion passed unanimously.
Conflicts of Interest	Superintendent Everett asked the board to state any conflicts of interest with today's agenda.	No conflict of interest was noted by the commissioners.
Department Update-Communication/Foundation Department-Diane Markham	Diane highlighted the following: <ul style="list-style-type: none"> <li>Continuing the Life &amp; Health Publication.</li> <li>Excited to be working toward Strategic Initiative #2 which will involve rebranding.</li> <li>Developing a new website in 2018.</li> <li>The new Cork N' Caps fundraiser was a huge success this past May. This event replaced the annual golf tournament. The foundation is striving to move away from being event driven and to being more philanthropic.</li> </ul>	
Comments and Remarks	<b>Commissioners:</b> Board Chair Ramsey noted WSHA is requesting nominations for the 2017 Community Health Leadership Award and wanted to inform administration to have the opportunity to submit for consideration. Also, Board Chair Ramsey shared a sample policy manual for the commissioners to review for the next board meeting. Lastly, Board Chair Ramsey shared concerns on the District's position on being dually statused as a 501 (c) (3) and Public Hospital District.	Action Item-Board Chair Ramsey requested that the commissioners review the sample policy manual to identify if we are missing any policies and/or procedures and that we can discuss further at the next board meeting.  Action Item-Board Chair Ramsey requested that Finance Committee further review the District's position on being dually statused.



	<p>Board Chair Ramsey requested that all attendees introduce themselves and note their connection to the District.</p> <p><b>Audience:</b> On behalf of the WSNA Union Nurses, RN Wes McMahan shared with the board his concerns regarding staffing the nursing schedule and the high costs associated with nursing recruitment. Also, he noted that 18 of the 30 nurses took a survey over the past week and he decided to not share the results with the board due to the negative responses. RN McMahan referenced an article regarding an OHSU strike.</p> <p>Commissioner Fritz thanked RN McMahan for his comments. The board is supportive of the nursing staff and making this work. The board is aware of the negotiations at a governance level which is driven from the 2017 Strategic Plan. The board needs to stay mindful that we are using public funds and need to keep this hospital solvent, as well as survive the changes in healthcare in rural America. As we move towards Value Based Care we will need to continue to focus on quality of care that's quantitative enough to keep healthcare available to this community.</p> <p>RN McMahan confirmed that the top two concerns are staffing and retaining a work/life balance.</p> <p>Commissioner Fritz noted that retention, as well as expanding services is a Strategic Priority in the 2017 Plan.</p>	
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	<p>RN Ashley Hancock reiterated that RN McMahan is a spokesperson on behalf of the WSNA union nurses. They are a united team of nurses.</p> <p>RN Colleen Littlejohn wanted to shed light on work/life balance concern since this impacts the OR primarily. She noted the following:</p> <ul style="list-style-type: none"><li>• There are six RN's that staff the OR and five of the six are completely trained. The sixth RN is still in training.</li><li>• There are seven areas to be trained in to be proficient to work in the OR.</li><li>• A procedure takes a minimum of two RN's, a scrub nurse and circulator.</li></ul> <p>Mandatory call will foster their own work/life balance.</p> <p>RN Kathy Blake described how being on call already impacts her life daily.</p> <p>RN Ashley Hancock noted she's finishing up her training for OR and does not see how it will work for her to be on mandatory on-call with small children.</p> <p>RN Belva Fisher noted their commitment to their team. The team would rather volunteer to be on call versus being mandatory. Not only is the team committed to each other, but they are dedicated to the community.</p> <p>RN Jincy Small shared from an overall nursing perspective that there is a lack of support from administration. All of nursing is concerned about staffing, as it has impacted the team so much as they</p>	
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	<p>have not been able to take PTO this Summer.</p> <p>RN McMahan confirmed that the OR Nurses are already taking the call, but that the current staffing model does not support mandatory call.</p> <p>Commissioner Frady thanked the nurses for their services and for sharing their comments. She recapped the comments that the biggest concerns are their dissatisfaction with staffing and having a work/life balance.</p>	
Break	Board Chair Ramsey called for a ten-minute break at 4:15 p.m. The board returned to open session at 4:25 p.m.	
<p>Executive Session</p> <ul style="list-style-type: none"> <li>• Medical Privileging- Katelin Forrest</li> <li>• To discuss collective bargaining strategy.</li> </ul>	<p>Executive Session began at 4:25 p.m. for an hour and half to discuss medical privileging and to discuss collective bargaining strategy.</p> <p>The board returned to open session at 5:55 p.m. No decisions were made.</p>	<p>Commissioner Fisher made a motion to approve the Medical Privileging as presented and Commissioner Frady seconded. The motion passed unanimously.</p> <p>Initial Appointments:</p> <ul style="list-style-type: none"> <li>• Vincent, Ball, MD – Active (Morton General Hospital – Emergency Medicine Privileges)</li> <li>• Jeffrey Christenson, MD – Consulting (PMG Pulmonary &amp; Sleep Medicine – Pulmonary Privileges)</li> <li>• Amy Denton, CRNA – Allied Health Professional (Morton General Hospital – Anesthesia Privileges)</li> <li>• Colleen Overdorf, DO – Consulting (PMG Pulmonary &amp; Sleep Medicine – Pulmonary Privileges)</li> </ul>



		<ul style="list-style-type: none"> <li>• Richard Redman, MD – Consulting (PMG Pulmonary &amp; Sleep Medicine – Pulmonary Privileges)</li> </ul> <p>Reappointments:</p> <ul style="list-style-type: none"> <li>• Shanna Angel, CRNA – Allied Health Professional (Morton General Hospital – Anesthesia Privileges)</li> <li>• Gregory Bell, MD – Consulting (Olympia Neurology – Neurology Privileges)</li> <li>• Merrell Cooper, DO – Active (Morton General Hospital – Family Practice Privileges)</li> <li>• Zhongzeng Li, MD – Consulting (Olympia Neurology – Neurology Privileges)</li> </ul>
Break	Board Chair Ramsey called for a ten-minute break at 5:55 p.m. The board returned to open session at 6:05 p.m.	
<p>Consent Agenda</p> <ul style="list-style-type: none"> <li>• Minutes of the June 21<sup>st</sup>, 2017 Regular Board Meeting <i>(Action)</i></li> <li>• Minutes of the June 22<sup>nd</sup>, 2017 Strategic Planning Meeting <i>(Action)</i></li> <li>• Minutes of the July 13<sup>th</sup>, 2017 Special Board Meeting <i>(Action)</i></li> <li>• Minutes of the July 17<sup>th</sup>, 2017 Finance Committee Meeting <i>(Action)</i></li> </ul>		<p>Commissioner Frady made a motion to approve the amended consent agenda and Secretary Smith seconded. The motion passed unanimously.</p>





<ul style="list-style-type: none"> <li>• Minutes of the July 21<sup>st</sup>, 2017 Compliance Committee Meeting (<i>Action</i>)</li> <li>• Warrants 106271-106633 in the amount of \$2,296,696.67 dated June 2017 (<i>Action</i>)</li> <li>• Approve Documents Pending Board Ratification 07.26.17 (<i>Action</i>)</li> <li>• Resolution 17-25- Approving the Capital Purchase of Computer Servers (<i>Action</i>)</li> <li>• Resolution 17-26- Approving the Capital Purchase of the Printer Replacement Project (<i>Action</i>)</li> </ul>		
<p>Old Business</p> <p>Board Education</p> <ul style="list-style-type: none"> <li>• Healthcare 2020 Part 4 of 4 Transformative Innovation</li> <li>• WSHA &amp; AWPHD 41<sup>st</sup> Annual Rural Hospital Leadership Conference Update</li> <li>• WSHA 85<sup>th</sup> Annual Member Meeting &amp; Governance Education Day</li> <li>• MRSC Webinar- Understanding Property Tax in WA State</li> <li>• The ABC Board Code of Ethics</li> </ul>	<p>Board Chair Ramsey wanted to further discuss bringing on the new service of Chiropractic. She wanted more information from administration on how they did their research and how this would fit into the hospital. Also, she reached out to the two Morton Chiropractors to find out how they are doing in the community, but has not heard back from either of them.</p> <p>Superintendent Everett reiterated though this is the first service line they have addressed being a viable option at the hospital; she is open to looking at others. CMO Dr. McCurry felt this service line would partner well with Physical Therapy, as well as the potential of adding Massage Therapy, Acupuncture, etc... Chiropractic medicine has the</p>	<p>Action Item-Executive Assistant Garcia will register Superintendent Everett and Commissioner Fritz for the WSHA 85<sup>th</sup> Annual Member Meeting and Governance Education Day.</p> <p>Action Item-Executive Assistant Garcia will register the commissioners for the MRSC Webinar and schedule a Special Board Meeting for August 16<sup>th</sup> @ 11 am for them all to attend in person.</p>



	<p>potential of being part of the solution to pain management patients. Chiropractic payment model is generally less Medicare/Medicaid dependent.</p> <p>Commissioner Frady proposed that administration consider surveying our patients to see what other services they would like to see offered at MGH.</p> <p>The commissioners agreed to have the Strategic Planning Committee review Part 4 of the Healthcare 2020 article further at their next meeting. Board Chair Ramsey especially wanted the committee to identify how are we set with innovation in IT.</p> <p>Superintendent Everett noted we have tapped into resources via the WRHC at Mason General Hospital. Administration had their CIO come onsite to review our current set up and identify where there might be some opportunities. It is a priority to ensure we have IT infrastructure in place and tested whether it can support the needs of the hospital. Customer Service needs to be a number one priority.</p> <p>Secretary Smith highlighted the following from the Chelan Conference he attended:</p> <ul style="list-style-type: none"><li>• One of the speakers proposed that by sharing the days without harm with the community was impactful. When they displayed it at the entrance of the hospital instead of posting a number they humanized the grid by showing lives impacted.</li></ul>	
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	<ul style="list-style-type: none"> <li>• One of the speakers shared the following quote by Abraham Lincoln, “The best way to deal with the future is to create it.” This quote aligns with the board’s vision and strategic plan.</li> <li>• The board needs to remember as we make decisions that we are experiencing unprecedented times in healthcare.</li> <li>• One of the speakers emphasized right sizing rural health. Volume affects all aspects of hospital and it drives everything to keep us in business.</li> </ul> <p>Board Chair Ramsey wanted to know if any of the commissioners would like to attend WSHA’s 85<sup>th</sup> Annual Member Meeting &amp; Governance Education Day. Commissioner Fritz expressed interest in attending the entire conference and Commissioner Fisher expressed interest in attending just the Governance Education Day.</p> <p>Board Chair Ramsey wanted to know if any of the commissioners would have interest in attending the MRSC webinar called Understanding Property Tax in WA State on August 16<sup>th</sup>, 2017. The commissioners agreed to have a Special Board Meeting to listen in on the webinar.</p> <p>Board Chair Ramsey included The ABC Board Code of Ethics as information only.</p>	
<p>Revised Board Policies</p> <ul style="list-style-type: none"> <li>• Acute Care Quality Improvement Information</li> </ul>	<p>Superintendent Everett include RCW 70.41.200 in the packet as requested. The commissioners agreed that we do not need to make any changes to</p>	<p>Commissioner Fisher made a motion to mark the Acute Care Quality Improvement Information as reviewed.</p>



<ul style="list-style-type: none"> <li>Annual Administration Evaluation</li> </ul>	<p>the Acute Care Quality Improvement Information Policy.</p> <p>Superintendent Everett presented a draft CEO Evaluation tool to link to the Annual Administration Evaluation policy.</p>	<p>Commissioner Fritz seconded and the motion passed unanimously.</p> <p>Action Item-Executive Assistant Garcia will mark the Acute Care Quality Improvement Information as reviewed in Lucidoc.</p> <p>Action Item-The Commissioners agreed to review the CEO Evaluation tool and share feedback to Superintendent Everett by August 11<sup>th</sup>, 2017. Commissioner Fritz requested that Superintendent Everett add a financial section to the evaluation tool. Superintendent Everett will include the edits on the draft evaluation for the next board meeting to review the proposed changes.</p>
<p>New Business New Board Policies</p> <ul style="list-style-type: none"> <li>Draft Annual Adoption of the Compliance Plan</li> <li>Draft Mobile Device Management</li> </ul>	<p>The commissioners agreed we need a policy to adopt the Compliance Plan. Secretary Smith noted Compliance Officer Roy Anderson is updating the Compliance Plan with updates from their first committee meeting and will be bringing the changes to the next Compliance Committee Meeting.</p> <p>The commissioners agreed that we might not need a Mobile Device Management policy just for the board. The commissioners would like to see if there might be another policy that we could just add some of the information from the draft Mobile Device Management policy.</p>	<p>Action Item-Secretary Smith and Commissioner Fritz will draft an Annual Adoption of the Compliance Plan policy similar to the Annual Adoption of the Annual Adopt of the Quality Plan.</p> <p>Action Item-Board Chair Ramsey will review the board policies to see if she can combine the information from the draft Mobile Device Management policy with another existing policy.</p>
<p>Review Existing Board Policies</p> <ul style="list-style-type: none"> <li>CEO Succession Plan</li> <li>Code of Ethics</li> </ul>		<p>Commissioner Fisher made a motion to mark the CEO Succession Plan, Code of Ethics and Commissioner</p>



<ul style="list-style-type: none"> <li>• Commissioner Compensation for Meetings and Other Services</li> </ul>		<p>Compensation for Meetings and Other Services as reviewed. Commissioner Frady seconded and the motion passed unanimously.</p> <p>Action Item-Executive Assistant Garcia will mark the CEO Succession Plan, Code of Ethics and Commissioner Compensation for Meetings and Other Service as reviewed in Lucidoc.</p>
<p>Superintendent Report</p>	<p>Superintendent Everett highlighted the following:</p> <ul style="list-style-type: none"> <li>• We have hired a new CRNA from Oregon with an anticipated start date in September or October.</li> <li>• The Physician Recruitment Committee is recruiting for a Midlevel at Riffe Clinic.</li> <li>• The practice acquisition is no longer taking place.</li> <li>• Administration is recruiting for a Clinical Manager at the Randle Clinic, as Ralph Biddle ended up leaving due to health reasons. In the interim between the providers onsite and Superintendent Everett the day to day managerial functions will be taken care of. Before Ralph left he was working on implementing a program called Chronic Care Management at the Randle Clinic. The providers have decided they would like to continue pursuing this program.</li> <li>• Superintendent Everett will be at a WHRAP Meeting on August 9<sup>th</sup>, 2017.</li> <li>• Superintendent Everett continues to research having</li> </ul>	





	a feasibility study done for a Retail Pharmacy model here at the hospital.	
<p>Board Committee Reports</p> <ul style="list-style-type: none"> <li>• Hospital Foundation Report</li> <li>• Finance Committee Report</li> <li>• Strategic Planning Committee Report</li> <li>• Compliance Committee Report</li> </ul>	<p>CFO Boggess highlighted the following from finance committee:</p> <ul style="list-style-type: none"> <li>• Hospital volumes are down for the month.</li> <li>• Clinic volumes were down from last month due to physician vacations.</li> <li>• As a result of having agencies here to provide coverage in the hospital we are seeing an increase in Salary &amp; Wages.</li> <li>• Days in AR dropped by 20 days since the beginning of the year.</li> <li>• This is the first month this year that we are behind budget.</li> </ul> <p>Commissioner Frady distributed her takeaways from the Strategic Planning Meeting in June.</p> <p>Commissioner Frady proposed that administration email out the Strategic Plan to staff to engage staff on the direction the District is moving.</p>	<p>Commissioner Fisher made a motion to approve Resolution 17-27. Secretary Smith seconded and the motion passed unanimously.</p> <p>Action Item-CFO Richard Boggess will address the bond rating question and bond covenants further at the next Finance Committee Meeting in August.</p>
Adjournment	Commissioner Fisher moved and Commissioner Fritz seconded to adjourn the meeting at 7:50 p.m. The motion passed unanimously.	

Respectfully submitted,

Kenton Smith, Board Secretary

9-12-17

Date